



**STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING**

SINGLE STAGE
ONE ENVELOPE PROCEDURE

**TENDER FOR PRINTING &
SUPPLY OF MISC. FORMS &
OTHER MATERIAL**

IN RESPECT OF THE
BIE/AG/L&N/1074/2024 Dated: 08/03/2024

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)



BOARD OF INTERMEDIATE EDUCATION,

**BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700**

Website:
www.biek.edu.pk
Phone:
99260211-12-13
Ext: 130

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT:

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website www.pprasindh.gov.pk or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses

SECTION - I BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Contract	PRINTING & SUPPLY OF MISC. FORMS & OTHER MATERIAL
ITB 4.1	Name of Procuring Agency	Board of Intermediate Education, Karachi
ITB 6.1	Procuring Agency's Address, Telephone, Telex and Facsimile Numbers	Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad Tel: 99260211, 99260212, 99260213 Fax: 99260203 & 99260208
ITB 8.1	Language of the Bid	English or Urdu

BID PRICE AND CURRENCY	
ITB 11.2	The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
ITB 11.5	During the entire period of bid validity, the price shall be fixed and the bidder will have to supply the required items as per specifications and quoted rates.

PREPARATION AND SUBMISSION OF BIDS		
ITB 13.3 (d)	Eligibility Criteria & Qualification Requirements	<ul style="list-style-type: none">• 03 years experience in the relevant field (Client List)• Turn-over of last three years having a sum of minimum Rs. 10 Million per year (Copies of financial statements / Audit Report be attached.• Minimum three Work Order/Job Order of last three years for Rs.5 Million per year of similar goods / jobs

		<ul style="list-style-type: none"> • Registration with Federal Board of Revenue (FBR), for Income Tax, Sales Tax and SRB in case of procurement of goods/services. • <u>Submission of samples of paper along with bidding documents is mandatory bids submitted without samples shall be treated as “Non-Responsive”.</u> • An affidavit on stamp paper that the firm has never been blacklisted.
ITB 15.1	Amount of Bid Security (Refundable)	3% (Three percent) of the bid price, which should be submitted in shape of Pay Order in the name of Secretary, Board of Intermediate Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.
ITB 16.1	Bid Validity Period	90 days from the date of opening of Tender.
ITB 18.2 (a)	Address for Bid Submission	The office of the (Procurement Wing) , Administration General Section (Chairman’s Secretariat), Ground Floor, Board of Intermediate Education, Karachi.
ITB 18.2 (b)	IFB Title and Number	Title: PRINTING & SUPPLY OF MISC. FORMS & OTHER MATERIAL IFB No: BIE/AG/L&N/1074/2024 DATED: 08-03-2024
ITB 19.1	Deadline for Bid Submission	<u>16-04-2024 up to 2:30 p.m</u> Sealed bids duly filled-in, mentioning on top of the envelope “PRINTING & SUPPLY OF MISC. FORMS & OTHER MATERIAL”
ITB 22.1	Time, Date and Place for Bid Opening	Bids duly stamped on each document must be submitted in the office of the (Procurement Wing) Administration General Section (Chairman’s Secretariat), Ground Floor, Board of Intermediate Education, Karachi, in a sealed cover on <u>16-04-2024</u> up to <u>2:30 P.M</u> and will be opened on the same day at <u>03:00 P.M</u> in the presence of bidders’ representatives who wish to attend.
ITB 25.4 (b)	Delivery Schedule	The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least <u>60 DAYS</u> after issuance of Work Order which may be increased or decreased due to demand of time/situation as per SPPRA Rules.



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

Website:
www.biek.edu.pk
Phone:
99260211-12-13
Ext: 130

SECTION - II
GENERAL CONDITIONS

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security or specimen/samples shall be rejected.

Bids not submitted on Standard Bidding documents issued by the procuring agency shall be rejected or treated as **Non Responsive**.

Prior to submission of bids, the bidders may obtain further information from the office of **Procurement Wing, Administration General Section (Ground Floor, Chairman's Secretariat)** and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted / prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.

The quoted rates shall be inclusive with all involved operations such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc, and all Taxes, Transportation, Material and Labour charges involved therein i.e. complete in all respects.

Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.

The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Contract.



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

Website:
www.biek.edu.pk
Phone:
99260211-12-13
Ext: 130

SECTION - III
SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. DEFINITIONS (GCC CLAUSE 1)

1)	GCC 1.1 (g)	The Procuring agency is:	Board of Intermediate Education, Karachi.
2)	GCC 1.1 (h)	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	GCC 1.1 (j)	The Project Site is:	Same as GCC 1.1(g) mentioned above.

2. COUNTRY OF ORIGIN (GCC CLAUSE 3)

All countries and territories in the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement"

3. PERFORMANCE SECURITY (GCC CLAUSE 7)

1)	GCC 7.1	The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price which should be submitted in shape of Pay Order in the name of <u>Secretary, Board of Intermediate Education Karachi.</u>	
----	----------------	--	--

4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

5. GOVERNING LANGUAGE (GCC CLAUSE 29)

1)	GCC 29.1	The Governing Language shall be:	English.
----	-----------------	----------------------------------	----------

6. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Procurement Wing of Administration General Section, (Chairman's Secretariat Ground Floor), Board of Intermediate Education, Karachi.

7. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
 - i. Rejection of the unsatisfactory Supplied material
 - ii. Blacklisting of the firm
 - iii. Deductions as per SPPRA Rules.
 - iv. Forfeiting of whole Security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award.
- b) In case of transgression, deviation, mistake or low quality found in the supplied Item(s)
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material or complete the job in time or in the required criteria.

**8. SUBJECT TO RELEVANT SPPRA RULES,
THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:**

- (a) Divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- (b) Accept or reject all or any bid.
- (c) Increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.
- (d) "BIEK" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 15 day's notice.

9. SPECIAL CLAUSE (TERMS & CONDITIONS)

- 1) Under following conditions bid will be rejected:-
 - i. Conditional and telegraphic bids/tenders
 - ii. Bids not accompanied by Bid Security of required amount and form
 - iii. Bids received after specified date and time
 - iv. Bids of Blacklisted firms
- 2) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- 3) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security and original challan shall be rejected.
- 4) Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
- 5) An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
- 6) The offered products should be prime quality products. Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.
- 7) Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.
- 8) The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract subject to compatibility/suitability of the item(s).

- 9) The bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the bidder.
- 10) The Contract Award may be assigned at any time during the period of bid validity.
- 11) **Performance Security:**
 - GCC 3.1 The amount of **performance security is 10%** of the Contract Price.
 - GCC 3.2 After delivery and acceptance of the goods, the performance security shall be released as per SPPRA Rules.
- 12) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency in accordance with SPPRA Rules.
- 13) Print Line must be given by the Printer on every Printed material.
- 14) Before start of final printing the Supplier should get the specimen and final proof approved by the Concerned Officer(s), within one week of acknowledgement of the Award of Contract.
- 15) Placement of Contract Award will be subject to payment of Performance Security.
- 16) The material shall be delivered to Examination Store, through the concerned Officers as the case may be, against delivery challan in triplicate along with samples of material in duplicate. Two copies of the bills and challan shall be retained by the Storekeeper while the third copy shall be returned to the supplier for his own record.
- 17) The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least **Sixty (60) DAYS** after issuance of Work Order which may be increased or decreased due to demand of time/situation.
- 18) SPPRA Rules-2010 (Amended) shall strictly be followed.
- 19) The Payment shall be subject to deduction of Income Tax / Sales Tax / GST / SRB at source, satisfactory report of concerned officer, completion certificate and production of delivery challans as being delivered the items in full quantity & quality.
- 20) Stamp Duty @ 0.35% of the cost of transaction / Work order will be deposited in Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 21) The validity of the contract will be effective from the date of issue of Purchase Order.
- 22) Liquidity damages as per SPPRA Rules.

10. EQUIVALENCY OF STANDARDS AND CODES

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words “or at least equivalent.”

SECTION - IV

SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS:

The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least **60 DAYS** after issuance of Work Order which may be increased or decreased due to demand of time/situation.



BOARD OF INTERMEDIATE EDUCATION,

**BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700**

Website:
www.biek.edu.pk
Phone:
99260211-12-13
Ext: 130

SECTION - V

TECHNICAL SPECIFICATIONS & FINANCIAL PROPOSAL

PRINTING & SUPPLY OF MISC. FORMS & OTHER MATERIAL

PRINTING OF FORMS & OTHER MATERIAL					
Article No.	Name of Article	Technical Specification	Quantity	Unit Price (With all Govt. Taxes)	Total Price
PRINTING OF MISC. FORMS (ONE SIDE & BOTH SIDE)					
1	E-34	Confidential Report (As per Specimen)	10,000		
2	E-37	Furniture Performa for Examination Centre (As per Specimen)	5,000		
3	E-39	Statement of Centre (As per Specimen)	10,000		
4	E-40	Attendance of Centre Staff (As per Specimen)	5,000		
5	E-46	Processing Slip (As per Specimen)	200,000		
6	E-62	Appointment letter of Checkers (As per Specimen)	5,000		
7	E-70	Appointment letter of Internal Examiner (As per Specimen)	10,000		
8	E-73 (a)	Attendance Sheet of Candidates in Practical Exams (As per Specimen)	30,000		
9	E-74	Graph Sheet (As per Specimen)	300,000		
10	E-74 (S)	Scrutiny Answer Slip with perforation (As per Specimen)	20,000		
11	E-84	Remuneration Bill of Practical (As per Specimen)	10,000		
OTHER MATERIAL					
12	FILE BOARDS	Complete in all respects with first class superb craftsmanship. File Board in 10"x14" size of Rahwali Straw Board "Gatta" of 30 lbs. pasted with heavy brown sulphite Craft Paper (90 Grams) on both sides. The Flap duly printed be in the size of 9"x3½" having cloth back. The size of the unbleached Cotton tape "NIWAR" should not be less than ½"x36" duly inserted and run through the file Board. (per 1,000 file boards)	25000 PIECES		

13	FILE COVERS	<p>Printing of File Covers, File Covers Size 10.5" X 13.5" (closed size) or 13.5" X 21" (Open size) height. Printing on Bleach Card of at least 350 to 370 grams. The front page of the file cover be duly printed. Two big sizes Eyelet (bigger than normally used.) at the top of the File Cover be provided at an equal distance of 1" margin (vertically & horizontally) for easy insertion of think Tags. Both eyelets should overlap each other for easy tagging of paper.</p> <p>Note: Specimen of the 'eyelet' is got approved before bulk use.</p> <p>As per Specimen</p>	30000 PIECES		
14	CASH BOOKS	<p>Cash Books in the size of 10"x15" on 80 gram both side printing with the cost of ledger paper (Each register must be contain 100 sheets).. Complete in all respects. Rates should cover composing in english, printing, folding, gathering, numbering, pasting and all other operation which may be involved therein plus cost of paper. (approved sample shall be provided) As per Specimen</p>	40 PIECES		
PRINTING OF ENVELOPES					
15	ENVELOPES	Without Cloth Lined Kraft Paper of 70 Grams (Brown Sulphite) Size 4 ½" x 10" As per Specimen	150,000 PIECES		
16	ENVELOPES	Without Cloth Lined Kraft Paper of 70 Grams (Brown Sulphite) Size 10" x 14" As Per Specimen	10,000 PIECES		
17	ENVELOPES E-12	Without Cloth Lined Kraft Paper of 70 Grams (Brown Sulphite) Size 8-1/2" x 15½" As Per Specimen	5,000 PIECES		
18	ENVELOPES E-13	Without Cloth Lined Kraft Paper of 70 Grams (Brown Sulphite) Size 8-1/2" x 16" As Per Specimen	5,000 PIECES		
19	ENVELOPES (Certificate Section)	Without Cloth Lined Kraft Paper of 70 Grams (Brown Sulphite) Size 10" x 14" As Per Specimen	50,000 PIECES		
20	WINDOW ENVELOPES	Without Cloth Lined Kraft Paper of 70 Grams (Brown Sulphite) Size Size 4" x 10" As Per Specimen	25,000 PIECES		
GRAND TOTAL=					

Note: Bidders are directed to see the specimen before submission of bid, and Rates should cover English Composing / Urdu Calligraphy, Numbering, Perforation, Pad Making, Printing, and all other operations involved therein.

CONTRACT AGREEMENT

THIS AGREEMENT is made on the _____ of _____ 2024, between **Board of Intermediate Education, Karachi, Bakhtiari Youth Center, North Nazimabad Karachi** (hereinafter called “the Purchaser” of the one part.

AND

M/s. _____, Pakistan (hereinafter called “the Supplier”) of the other part.

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz: supply of _____ for Board of Intermediate Education, Karachi, has accepted a bid by the Supplier for the Supply of those goods in the sum of Rs. _____/- (Rupees _____) only (hereinafter called “Contract Price”).

NOW THIS AGREEMENT WITNESS AS FOLLOWS:-

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a) the Bid Form and Price Schedule submitted by the Bidder
 - b) the Schedule of Requirements;
 - c) the Technical Specifications;
 - d) the General Conditions of Contract;
 - e) the Special Conditions of Contract;
 - f) the Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of contract at the times and in the manner prescribed by the contract. **IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Board of Intermediate Education, Karachi

(Name of Firm)

(Signature of Purchaser)

(Signature of Supplier)

(Designation / Stamp)

(Stamp of Firms)

Signed, Sealed and Delivered by the said in the presence of

(Signature of Witness)

(Signature of Witness)

Name:_____

Name:_____

INTEGRITY PACT

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the contractor;
M/s _____, the contract hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the BIEK or any administrative or financial offices thereof or any other department under the control of the BIEK through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the contractor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the BIEK directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the BIEK, except that which has been expressly declared pursuant hereto.
- (c) He contractor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the BIEK under any law, contract, or other instrument, be stand void at the discretion of the BIEK.
- (d) Notwithstanding any right and remedies exercised by the BIEK in this regard, contractor agrees to indemnify the BIEK for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the BIEK in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the contractor as aforesaid for the purpose of obtaining or inducing procurement/ work/ service or other obligation or benefit in whatsoever from the BIEK.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

Stamp & Signature



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

Website:
www.biek.edu.pk
Phone:
99260211-12-13
Ext: 130

Tender No. BIE/AG/L&N/1074/2024 dated: 08-03-2024

BILL OF QUANTITY

PRINTING & SUPPLY OF MISC. FORM & OTHER MATERIAL

M/S. _____



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

Website:
www.biek.edu.pk
Phone:
99260211-12-13
Ext: 130

SUMMARY OF TURN-OVER OF LAST THREE FINANCIAL YEARS		
YEAR 2020-2021	YEAR 2021-2022	YEAR 2022-2023
TOTAL:		

	Rupees In Words	Rupees In Figures
Total cost of the Bid: <i>(as offered by the Bidder)</i>		
3% (Three percent) amount of the Bid Price Bid Security (Refundable)		
10% (ten percent) amount of the Contract Price Performance Security (Refundable)		

CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Intermediate Education, Karachi.

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

FULL NAME OF CONCERNED PERSON: _____

CNIC NUMBER: _____

POSITION HELD IN: _____

PHONE NUMBER(S): _____

MOBILE NUMBER(S): _____

FAX NUMBER(S): _____

NATIONAL TAX NUMBER: _____

GENERAL SALES TAX NUMBER: _____

PAY ORDER NUMBER: _____

BANK & BRANCH NAME: _____

SIGNATURE WITH DATE: _____

DATED: _____

STAMP OF THE FIRM: _____